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6 UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON  
7 AT SEATTLE

8 KEITH RAWLINS,

9 Plaintiff,

10 v.

11 DON MARLOW, et al.,

12 Defendants.

CASE NO. C19-466-TSZ-BAT

**ORDER DIRECTING SERVICE BY  
FIRST-CLASS MAIL AND  
PROCEDURES**

13 Plaintiff is proceeding *pro se* and *in forma pauperis* in this federal civil rights action.

14 The Court **ORDERS** as follows:

15 (1) Service by Clerk

16 The Clerk is directed to send the following to defendants Don Marlow, Chief of  
17 Corrections, Skagit County Sherriff's Office, and L. Harlan, Correctional Officer, Skagit County  
18 Community Justice Center, by first class mail: a copy of plaintiff's complaint and of this Order,  
19 two copies of the Notice of Lawsuit and Request for Waiver of Service of Summons, a Waiver of  
20 Service of Summons, and a return envelope, postage prepaid, addressed to the Clerk's office.

21 The Clerk shall also send a courtesy copy of the complaint and of this Order to the Skagit  
22 County Prosecuting Attorney's Office, by first-class mail.  
23

1 The Court does not direct service against defendants “John Doe, Shift Sergeant” and  
2 “Jane Doe, Shift Sergeant” at this time as plaintiff has not provided sufficient information for the  
3 Court to identify and serve these individuals. If plaintiff wishes to proceed against these  
4 defendants he must provide the Court with additional identifying information in order for service  
5 to be effected.

6 (2) Response Required

7 Defendants shall have **30 days** within which to return the enclosed waiver of service of  
8 summons. Any defendant who timely returns the signed waiver shall have **60 days** after the date  
9 designated on the notice of lawsuit to file and serve an answer to the complaint or a motion  
10 permitted under Rule 12 of the Federal Rules of Civil Procedure.

11 Any defendant who fails to timely return the signed waiver will be personally served with  
12 a summons and complaint, and may be required to pay the full costs of such service, pursuant to  
13 Rule 4(d)(2). A defendant who has been personally served shall file an answer or motion  
14 permitted under Rule 12 within **21 days** after service.

15 **Defendants MUST serve a *Rand* notice concurrently with motions to dismiss based**  
16 **on a failure to exhaust and motions for summary judgment so that *pro se* prisoner plaintiffs**  
17 **will have fair, timely and adequate notice of what is required of them in order to oppose**  
18 **those motions. *Woods v. Carey*, 684 F.3d 934 (9th Cir. 2012).** The Ninth Circuit set forth  
19 model language for such notices:

20 A motion for summary judgment under Rule 56 of the Federal  
21 Rules of Civil Procedure will, if granted, end your case.

22 Rule 56 tells you what you must do in order to oppose a motion for  
23 summary judgment. Generally, summary judgment must be  
granted when there is no genuine issue of material fact – that is, if  
there is no real dispute about any fact that would affect the result  
of your case, the party who asked for summary judgment is entitled

1 to judgment as a matter of law, which will end your case. When a  
2 party you are suing makes a motion for summary judgment that is  
3 properly supported by declarations (or other sworn testimony), you  
4 cannot simply rely on what your complaint says. Instead, **you**  
5 **must set out specific facts in declarations, depositions, answers**  
6 **to interrogatories, or authenticated documents, as provided in**  
7 **Rule 56(e), that contradict the facts shown in the defendant’s**  
8 **declarations and documents and show that there is a genuine**  
9 **issue of material fact for trial. If you do not submit your own**  
10 **evidence in opposition, summary judgment, if appropriate,**  
11 **may be entered against you. If summary judgment is granted,**  
12 **your case will be dismissed and there will be no trial.**

13 *Rand v. Rowland*, 154 F.3d 952, 962-63 (9th Cir. 1998) (emphasis added).

14 **Defendants who do not file and serve, in a separate document, the required *Rand***  
15 **notice will face (a) immediate denial of their motions with leave to refile and (b) possible**  
16 **monetary sanctions.**

17 (3) Filing and Service by Parties Generally

18 All attorneys admitted to practice before this Court are required to file documents  
19 electronically via the Court’s CM/ECF system. All non-attorneys, such as *pro se* parties and/or  
20 prisoners, may continue to file a paper original with the Clerk. All filings, whether filed  
21 electronically or in traditional paper format, must indicate in the upper right hand corner the  
22 name of the Magistrate Judge to whom the document is directed.

23 When an electronic filing exceeds 50 pages in length, a paper copy of the document (with  
tabs or other organizing aids as necessary) shall be delivered to the Clerk’s Office for chambers.  
The chambers copy must be clearly marked with the words “Courtesy Copy of Electronic Filing  
for Chambers.” A party filing a paper original does not need to file a chambers copy.

Additionally, any document filed with the Court must be accompanied by proof that it  
has been served upon all parties that have entered a notice of appearance in this case.

(4) Motions

Regarding the filing of motions before the Court, the parties are directed to review Local Rule CR 7 in its entirety. A few important points are highlighted below:

Any request for court action shall be set forth in a motion, properly filed and served.

Pursuant to Local Rule CR 7(b), any argument being offered in support of a motion shall be submitted as a part of the motion itself and not in a separate document. **The motion shall include in its caption (immediately below the title of the motion) a designation of the date the motion is to be noted for consideration upon the court's motion calendar.**

**In all instances where one of the parties to a lawsuit is incarcerated, all categories of non-dispositive motions not listed in Local Rule CR 7(d)(1) must be noted for the third Friday after the date of filing and service. *See* Local Rule CR 7(d)(2).**

All dispositive motions shall be noted for consideration no earlier than the fourth Friday following filing and service of the motion.

(5) Direct Communications with District Judge or Magistrate Judge

No direct communication is to take place with the District Judge or Magistrate Judge with regard to this case. **All relevant information and papers are to be directed to the Clerk.**

(6) The Clerk is directed to send a copy of this Order to plaintiff and a copy of this Order to the Hon. Thomas S. Zilly.

DATED this 1<sup>st</sup> day of April, 2019.

  
BRIAN A. TSUCHIDA  
United States Magistrate Judge